

<b>Job Title:</b> Facilities Coordinator			
<b>Work Location:</b> 6 N. 5 <sup>th</sup> Street Richmond, VA 23219			
<b>Department:</b> Operations			
<b>Reports To:</b> Sr. Director of Operations			
<b>Work Environment:</b> Professional office and facilities setting with regular exposure to building maintenance areas.			
<b>Physical Demands:</b> The position requires the ability to stand, walk, bend, and lift or move items up to 25–50 pounds as needed. Routine inspections may involve climbing stairs, navigating uneven surfaces, or accessing mechanical spaces.			
<b>Pay Grade:</b> 5			
<b>Work Hours</b>	<b>Classification</b>	<b>Staff Supervision</b>	<b>Travel Required</b>
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Exempt	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes      5 %
<input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> No	<input type="checkbox"/> No

**Position Summary:**

Under limited supervision, performs a variety of semi-skilled work in the maintenance of company properties; and performs related duties as assigned. Maintains YWCA facilities through repairs, cleaning, improvements and general janitorial duties. Oversees supplies, maintenance, and vendors for emergency and permanent housing units under lease by the YWCA.

**Role & Responsibilities:**

- Perform general building repairs and routine maintenance, including minor painting and facility improvements.
- Execute event setup and breakdown for conference rooms and shared spaces, ensuring timely and accurate configurations.
- Support office moves, furniture reconfigurations, and ergonomic workstation adjustments.
- Install and mount facility items such as whiteboards, bulletin boards, signage, and artwork.
- Coordinate the delivery and distribution of supplies, equipment, and materials across all facilities and leased properties.
- Assist with transportation needs as required to support organizational operations.
- Respond to inclement weather conditions, including facility preparation and cleanup.
- Perform minor maintenance and repair work within residential apartments and leased housing units.
- Oversee client move-ins and move-outs for YWCA leased housing, ensuring units are prepared and transitions are smooth.
- Assemble, move, and arrange furniture and equipment as needed.
- Manage inventory of supplies and materials; procure necessary items to maintain facility operations.
- Collaborate with staff responsible for in-kind donations to source and allocate needed resources.
- Deliver and distribute supplies to off-site and leased housing locations.
- Coordinate and supervise external cleaning vendors, including scheduling and quality oversight.
- Partner with the Coordinator of Emergency Services to ensure leased properties are fully stocked, maintained, and in good condition.
- Performs other duties as assigned.
- Occasional weekend work required

## Qualifications:

- A high school diploma/GED or a minimum of 2-years related work experience.
- Associate or Bachelor Degree preferred.
- Proven ability to negotiate contracts and supervise outside vendors.
- A valid driver's license and clean driving record
- Physical requirements include stooping, standing, walking, climbing stairs and ladders and ability to lift and carry heavy loads up to 70 lbs.
- Prior experience with hand and power tools.
- Able to troubleshoot & work with tight schedules.
- Able to work independently with minimal supervision and guidance but also as a part of a team.
- Able to successfully pass criminal, credit and drug checks.
- Knowledge of computer and office equipment.
- Is punctual and focused on the tasks at hand.
- Knowledge of a variety of building maintenance procedures and techniques.
- Knowledge of occupational hazards and safety precautions.
- Skill in reading and following blueprints and assembly instructions.
- Ability to communicate effectively.
- Ability to respond to common inquiries or complaints from clients, co-workers, and/or supervisor.
- Ability to understand and carry out general instructions in standard situations.
- Ability to solve problems in standard situation.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

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Employee Name Printed

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Employee Signature

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Date

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Manager Signature

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Date

